

# New Student Roommate Group Tutorial

Follow the instructions and screenshots below to create your roommate group.

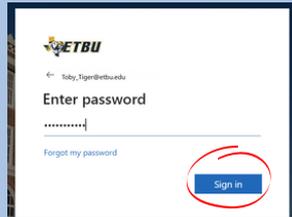
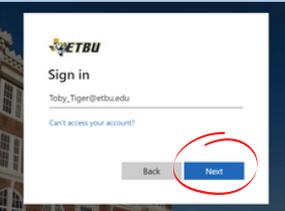
## Step 1

To sign in to the Housing Portal, click the 'Student Log In' button on the ETBU Housing Portal Home Page.



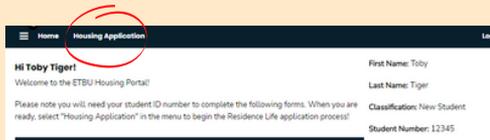
## Step 2

Login to the Housing Portal using your ETBU email and Password



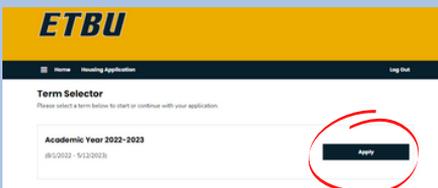
## Step 3

Once you have logged in you should see housing application options in the top menu bar. To proceed, select 'Housing Application.'



## Step 4

Select 'Apply' beside the term you'd like to proceed with roommate selection for.



To edit or verify your roommates you must have previously logged into the Housing Portal and completed the following pages: Health and Treatment Authorization, Missing Student Notification, Emergency Contact, Housing Options, Personal Details, Room and Meal Preferences, and the Housing Contract. If you are needing assistance with these pages, please visit the New Student Housing Selection Tutorial PDF. If you have already completed these pages, please continue to step 5.

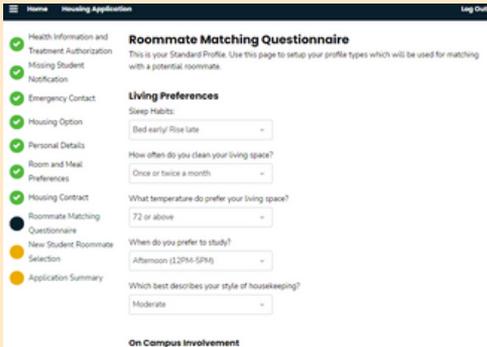


### Step 5

To complete your Roommate Matching Questionnaire, select 'Roommate Matching Questionnaire' in the check list on the left side of the page. To go straight to roommate selection, select 'Roommate Selection' in the check list on the left side of the page.

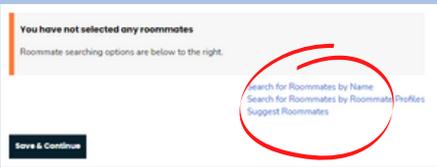
### Step 6

If you chose Roommate Matching Questionnaire, you'll have the option to submit a personal description and living preferences. This information will be used to match you with potential roommates or for other ETBU students to look you up in the roommate search. Fill out as much (or little) as you'd like, and then select 'Save & Continue.'



### Step 7

On the Roommate Selection page, you will see several options to look up potential roommates, as detailed below.



## Option 1

If you would like to find a roommate by their name, select 'Search for Roommates by Name.' This page allows you to search by name, email, campus involvement, building preference, or major.

The 'Roommate Search By Details' form includes a sidebar with a checklist of criteria: Health Information and Treatment Authorization, Missing Student Notification, Emergency Contact, Housing Option, Personal Details, Room and Meal Preferences, Housing Contract, Roommate Matching Questionnaire, New Student Roommate Selection, and Application Summary. The main search area contains fields for First Name, Last Name, Email, On-Campus Involvement, Building Preference, and Major. A checkbox at the bottom allows users to 'Exclude results that cannot be added or joined'.

## Option 2

If you would like to search for a roommate by their living preferences, select 'Roommate Search By Roommate Profiles'. This page will allow you to search for roommates based on their living preferences.

The 'Roommate Search By Profiles Living Preferences' form features a sidebar with the same checklist as Option 1. The main search area includes a dropdown for 'How often do you clean your living space?', a dropdown for 'Which best describes your style of housekeeping?', a dropdown for 'What temperature do you prefer your living space?', a dropdown for 'Sleep Habits', and a dropdown for 'When do you prefer to study?'. A checkbox at the bottom allows users to 'Exclude results that cannot be added or joined'.

## Option 6

If you would like to see suggested roommates, select 'Suggest Roommates.' This page will allow you to browse potential roommates based on the percent of answers matching your student profile.

The 'Suggested Roommates' page shows a sidebar with the checklist and a main area displaying a suggested roommate named Holly. Holly's profile includes her classification (New Student), gender (Female), and description. A circular progress indicator shows '100% Match'. Action buttons include 'Add To Roommate Group', 'Send Message', and 'View Profile'. Search filters for 'Name' and 'Roommate Profiles' are visible at the top right.

When you find another student you'd like to room with using any of these options, you'll have the opportunity to:

- Send them a roommate request by selecting 'Add to Roommate Group'
- Send them a message by selecting 'Send Message'
- View more detailed information about them by selecting 'View Profile'

## Your Screen

The 'Your Screen' displays a sidebar with the checklist and a main area with two sections. The first section, 'Outgoing Requests', shows a request from Toby (Group Leader) with options to 'View Profile' and 'Send'. The second section shows a request from Holly with an 'Extend' button. A 'Save & Continue' button is at the bottom.

## Step 8

After adding someone to your Roommate Group, you will see your 'Outgoing Request' at the bottom of the Roommate Selection page. Your requested roommate will receive an email from the Housing Portal to accept or deny your request. If your requested roommate accepts, they will be added to your group. If they decline your request you will no longer see their name at the bottom of the roommate selection page.

## Their Screen

The 'Their Screen' shows an 'Incoming Requests' section with a request from Toby (Leader). The request details include 'Members: Toby' and 'Expiry Date: 4/14/2022 12:34'. Action buttons for 'Accept' and 'Decline' are provided. A 'Save & Continue' button is at the bottom.

## Step 9

### Verify group

Verify Group

Search for Roommates by Name  
Search for Roommates by Roommate Profiles  
Suggest Roommates

Toby (Group Leader)  
Classification: New Student  
Gender: Female  
Description: View Profile

Holly  
Classification: New Student  
Gender: Female  
Description: Make Leader  
Send Message  
View Profile

Save & Continue

### Leave group

Leave This Group

Search for Roommates by Name  
Search for Roommates by Roommate Profiles  
Suggest Roommates

Toby (Group Leader)  
Classification: New Student  
Gender: Female  
Description: Send Message  
View Profile

Holly  
Classification: New Student  
Gender: Female  
Description: View Profile

Save & Continue

### Make Leader

Verify Group

Search for Roommates by Name  
Search for Roommates by Roommate Profiles  
Suggest Roommates

Toby (Group Leader)  
Classification: New Student  
Gender: Female  
Description: View Profile

Holly  
Classification: New Student  
Gender: Female  
Description: Make Leader  
Send Message  
View Profile

Save & Continue

Once your roommate group is complete, select 'verify group' to notify Residence Life that you do not wish to make any further changes. *You must verify your group prior to the application due date in order to be considered to be roommates.* At any time until the group is verified, you may choose to leave a group by clicking 'leave this group.' If you are the group leader you will have to Make someone else the group leader by selecting 'make leader' before leaving the group. You may come back to this page in the Housing Portal to adjust your Roommate Group until you have been placed in housing or your group has been verified.

If you have any questions, contact our office.

Reslife@etbu.edu

(903)923-2321